

Minutes of a meeting of
The Facilities Committee
held on Wednesday 4th February 2026
at the School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke, Hoyle, James, Johnson (Chair), Masseron and Peer

Attending: S Herring (Deputy Clerk)
S Ali (Facilities Manager)
Cllr Bowler

26/FC/12 Public Questions

12.1 There were no public questions.

26/FC/13 Apologies and declarations of Members' Interest

13.1 Apologies had been received from Cllr Jahromi.

13.2 Declarations of Members' interests

There were no declarations of Members interests.

26/FC/14 Minutes of the Previous Meeting

14.1 The minutes of the Facilities Committee meeting held on 7th January 2026 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

14.2 The following matters arising from the meeting held on 7th January 2026 were discussed:

26/FC/1.1 Facilities Manager to contact Freely Fruity and arrange for collaboration to take place in maintaining the Deardon Orchard

This was on the agenda – item 21.1


4-3-26

- 26/FC/1.1 Facilities Manager to revisit discussions with Freely Fruity on the design and installation of a sign recognising their commitment to maintenance

Freely Fruity and the Facilities Manager would work together on the content and design of the sign. It was proposed that each tree would be labelled with a description and QR code for additional information. The Facilities Manager would present further information to the Committee when available.

ACTION – Facilities Manager to present an update on signage and maintenance at the Deardon Orchard at the next committee meeting

- 25/FC/132.2 Facilities Manager to draft the Heads of Terms between SPC and SRFC

This was on the agenda – see minute 15.2

- 25/FC/137.1 Facilities Manager to arrange the first meeting of the Allotments Working Party

To date expressions of interest had been received from 4 councillors and 32 allotment holders. It was anticipated that the first meeting would be held at the end of February.

ACTION – Facilities Manager to arrange a date for the first meeting of the allotments working party at the end of February

- 26/FC/4.2 Cllr Johnson and Facilities Manager to meet with SRFC to discuss a contractual agreement for the use of the facilities at High Copse and Manor Ground

This was on the agenda – item 15.2

- 26/FC/4.3 Deputy Clerk to add request for funding for fencing around High Copse pitches to the Full Council agenda for the meeting to be held on 28th January 2026

This was on the agenda of the Full Council meeting held on 28th January 2026. The item is on the agenda – see minute 15.5

- 26/FC/4.3 Facilities Manager to check with the Cricket Clubs that any fencing installed would not conflict with the boundaries

The Facilities Manager had spoken to the interested cricket clubs and confirmed that the quote for the perimeter fencing, approved by Full Council, would meet the requirements of the football and cricket clubs.

26/FC/4.3 Clerk to apply for grant funding from the Football Foundation

The Clerk had commenced the process; however, this had been held up while the Football Foundation verified the sites. As soon as this was complete the application would be submitted.

ACTION – Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

26/FC/4.4 Facilities Manager to order the storage containers for High Copse

This was on the agenda – item 15.9

26/FC/4.7 Deputy Clerk to add to agenda of the next meeting an item regarding the cricket tenders for High Copse

This was on the agenda – see minute 15.6

26/FC/5.2 Facilities Manager to arrange for the ground to be reseeded at Millworth Lane where the sheds had been removed

The Facilities Manager had been advised by Freely Fruity that the ground could be reseeded after March to give the grass the best opportunity to grow.

ACTION – Facilities Manager to arrange for the ground to be reseeded at Millworth Lane at an appropriate time in March 2026.

26/FC/5.3 Facilities Manager to draft Heads of Terms for discussion with the Tennis Club

This was on the agenda – see minute 16.2

26/FC/6.1 Full report on Ryeish Green Pavilion to be presented to the Facilities Committee at the meeting in March 2026

Minutes 21.1 refers.

26/FC/7.2 Facilities Manager to obtain quotes for the base for the recycle bins at School Green

This was on the agenda – see minute 18.2

26/FC/8.1 Facilities Manager to arrange for the order and installation of the Community Shelter at Spencers Wood recreation ground once the relevant permissions had been obtained

This was on the agenda – see minute 19.1



26/FC/9.1 Facilities Manager and Clerk to attend the formal opening of the MUGA and playground adjacent to Aldergrove School on 14th January 2026

The Clerk and the Facilities Manager attended the formal opening of the MUGA and playground adjacent to Aldergrove School on 14th January 2026.

The Clerk had since received communication from the Headteacher at Alder Grove expressing concern over children climbing over the MUGA fence near to a deep pond on the school site. It was recognised that this was not an issue for the Parish Council and the Headteacher had been advised to liaise with the developer and carryout any necessary risk assessment.

26/FC/9.3 The Chair would approach all parties involved to understand the issues relating to the sports pitches at Hyde End Lane

The Chair had been in contact with Glen Goody, Wokingham Borough Council (WBC) who was now the contact with Taylor Wimpey. Weekly contact meetings were being held to discuss outstanding issues in the parish. These included the issues with the site of the new football pitches on Hyde End Lane:-

- Standing water pipe required a cover
- Lines were required on the car park and an extension to the car park to alleviate parking on Hyde End Lane
- Splitting the lease between the pitches and the orchard

Cllr Hoyle expressed concerns that the road was not suitable for high levels of traffic and requested that a footpath that led from the sports centre to the new pitches was installed.

The initial playing of football on the pitches would be for one game only to test the parking and traffic issues. It was unknown who would be managing the booking of the pitches.

26/FC/9.4 Facilities Manager to research alternative switch operation for the shutters at High Copse

The Facilities Manager had been working with Beard and the University of Reading (UoR) regarding increasing the number of switches that operate the shutters at High Copse Pavilion due to the malfunction of some of the shutters. This had been a design fault and would need to be addressed by the developers.

ACTION – Facilities Manager to liaise with the developers to resolve the issues of the shutters at High Copse Pavilion

Item 12.1 was discussed at this point.

Cllr Bowler had attended the meeting as a member of the Ryeish Green Pavilion Working Party and left the meeting after this item.

26/FC/15

High Copse Items

- 15.1 First football matches played at High Copse and interim Shinfield Rangers cafe

Cllr Johnson reported that Shinfield Parish had the highest amount of football games played in the Wokingham Borough. The quality of the pitches at High Copse were reported as being outstanding.

Shinfield Rangers Football Club had been given permission to use the bar area at High Copse on a temporary basis as a café, during matches, until the Council had made a final decision on the running of the Tin Roof Café. The Clerk and Deputy Clerk would be discussing further options for the café with Cllr Poole.

- 15.2 Draft Heads of Terms between Shinfield Parish Council (SPC) and Shinfield Rangers Football Club (SRFC)

Officers had met with SRFC to discuss the Heads of Terms, however, this was still not finalised and ready to be presented to Committee.

It appeared that there had been a misunderstanding regarding the pitch charges as SRFC understood that the fees were per day rather than per match. Members agreed that the price set at their meeting in November 2025 (minutes 25/FC/131) should apply to cover the costs of running the site at High Copse and the football club should be charged accordingly.

SRFC were currently playing 4 junior games on a Saturday. Adult games were still taking place at Millworth Lane. There was the possibility that women's games would be played in the afternoon next year.

ACTION –

- Facilities Manager and Clerk to finalise the Heads of Terms between SPC and SRFC
- Cllr Johnson to circulate pitch fees charged by WBC

- 15.3 Proposal from Shinfield Rangers Football Club to use the Pavilion as a Club House and Bar for the Community

SRFC had sent in a proposal to use the Pavilion as a Club House and Bar for the Community. Members were against this proposal as it would restrict the hiring out of facilities and reduce the potential income from room hire. The Clerk had suggested that the 'physio room' could be made available for use as an office and shop for the club, however, members were against this proposal.

Members **AGREED** that they would not support the use of the Pavilion as a Club House and bar for SRFC.

ACTION – Clerk to inform SRFC that SPC would not support the use of the Pavilion as a Club House and bar.

15.4 Proposed 3G pitch

The Clerk had written to UoR to request formal permission to use the identified land for a 3G pitch. He was awaiting a response from Nigel Frankland, UoR that should arrive shortly after their meeting, expected to take place on 17th February 2026.

15.5 Fencing around pitches at High Copse

Full Council meeting held on 28-01-2026 approved the purchase of Mesh Fencing 1300mm from Duralock (UK) Limited from CIL reserves at a cost of £45,165 (ex VAT). An application would be submitted to the Football Foundation for a potential grant of up to £25,000 to offset against this cost.

ACTION -

- Facilities Manager to obtain the necessary planning consents
- Facilities Manager to order the fencing, subject to receiving planning consents and following the response to the Grant Funding from the Football Foundation
- Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost

15.6 Update on the Cricket tender for High Copse.

The deadline for receipt of tenders was 1st February. 7 had expressed an interest.

Four tenders had been received and had been circulated to members of the committee:-

- Calcot Cricket Club
- Pure Cricket Academy
- Reading Lions Cricket Club
- Shinfield Cricket Club

Members **AGREED** to invite each club in for a presentation to enable an assessment to be made in relation to their commitment. A working party would be set up, membership to be Cllrs Clarke, Johnson, the Clerk and Facilities Manager. Other councillors were welcome to join the working party and should contact the Clerk if interested.

ACTION –

- Clerk to arrange a meeting of the cricket club working party
- Clerk to invite interested parties to attend a meeting and give a presentation to the working party
- Working party to report to the Facilities Committee in March

15.7 Proposal to introduce Padel at High Copse

Members discussed the proposal to install Padel at High Copse. It was recognised that Padel was also in the proposed plans for the redevelopment of Millworth Lane recreation ground. There were financial benefits to introduce this sport soon and options to either contract it out to another company or for SPC to operate. If this was contracted out at High Copse, SPC would need to seek approval from the UoR in the first instance.

Before any further decision could be made a noise assessment would be required for both sites.

ACTION – Facilities Manager to arrange for a noise assessment for Padel to be carried out on 2 sites, namely High Copse and Millworth Lane recreation ground

15.8 Water irrigation for the sports pitches at High Copse

Members wished to pursue the use of the existing borehole sited at High Copse sports pitches and recognised that a licence would need to be obtained.

Committee **AGREED** to obtain a licence for borehole water extraction sited at High Copse.

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Agreed: Unanimously

ACTION – Facilities Manager to investigate the cost of a borehole water extraction licence and the process of obtaining this for the sports pitches at High Copse.

15.9 Update on the proposal for additional storage at High Copse

The Facilities Manager had ordered and paid for the containers and they would be installed once the ground had dried out.

26/FC/16

Millworth Lane

16.1 Update for the Fitness Centre at Millworth Lane

The Facilities Manager reported that

- Tony Grover, BDS had given the go ahead for the scope of the archaeological works.
- WBC were in agreement – work now needs to take place
- WBC to arrange for the work to commence
- SPC pay.

ACTION – Facilities Manager to report back to the Committee on the outcome of the archaeological report and next steps, once received.

- 16.2 Draft Heads of Terms between Shinfield Parish Council (SPC) and the Tennis Club

The Facilities Manager had a meeting arranged with the Tennis Club in March to discuss the proposed Heads of Terms with the club.

ACTION – Facilities Manager to draft Heads of Terms for discussion with the Tennis Club

26/FC/17

Land Acquisition

- 17.1 Potential land acquisition from the University of Reading (UoR)

The Clerk had written to Nigel Frankland, UoR on 14th January to request the acquisition of land at:-

- Millworth Lane
- Cow herds field for a 3G pitch
- Leasing land next to Manor Ground for Mountain Bike Trail

ACTION –

- Clerk to circulate the letter sent to the UoR to members of the Committee
- Clerk to circulate the response from the UoR to members of the Committee once this had been received

26/FC/18

School Green Centre

- 18.1 Any matters relating to the School Green Centre and School Green

The Facilities Manager had arranged for MD Fire Doors to carry out an inspection of the fire doors at the School Green Centre where a number of faults had been identified resulting in a quote of £15,000. The Facilities Manager would be contacting AOC (architects) as this was felt to be excessive work and expense considering the age of the building, and for any guarantees to be checked.

The Deputy Clerk explained that the repair to the fire doors at the entrance to the corridor leading to the Pound Green Room was urgent as the bottom hinge had broken and the doors could not be shut at night or would not close in the event of a fire.

Members **AGREED** that the fire doors at the entrance to the corridor leading to the Pound Green Room should be repaired urgently.

The cost of the repairs would be financed from the long-term maintenance reserve.

ACTION –

- Facilities Manager to check guarantees and standard of work carried out by AOC
- Facilities Manager to arrange for a separate quote for the repair of the fire doors at the entrance to the corridor leading to the Pound Green Room and arrange for this work to be carried out urgently
- Deputy Clerk to circulate the quote from MD Fire Doors to members of the Committee

18.2 Recycling bins

Quotes had been received for the installation of the base for the repositioning of the recycling bins:-

- Cockburn Grounding and Groundworks Limited £12,460 (ex VAT)
- Reading Groundworks £22,222.74 (including VAT)
- DPF Works £24,680.00 (excluding VAT)

Members **AGREED** to proceed with the quotation received from Cockburn Grounding and Groundworks Limited for £12,460 (ex VAT).

Proposed: Cllr Johnson
Seconded: Cllr Masseron
Approved: Unanimously

ACTION –

- Clerk to contact Wokingham Borough Council to confirm the necessary approval for the repositioning of the recycling bins at School Green car park
- Facilities Manager to organise the works to commence once the necessary consent had been received

26/FC/19

Spencers Wood Pavilion and Recreation Ground

19.1 Installation of Community Shelter

The Facilities Manager had submitted a pre-application, this would take approximately 4-6 weeks. Facilities Manager to make sure WBC were happy with the proposals to instal a community shelter.

ACTION – Facilities Manager to update the Committee at the meeting in March.

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26/FC/20

Microgeneration

20.1

An update on microgeneration within the Shinfield Parish Council (SPC) estate

The Facilities Manager reported that the consultant from 'Reduce Energy' had visits arranged at High Copse and Manor pavilions (these had been delayed due to occupation by hirers). The consultant expected to be able to submit a report in the next couple of weeks.

Recommendations for improvements would be financed from CIL money set aside for microgeneration. Proposals would be submitted to the Finance and General Purposes Committee and Full Council for final approval.

ACTION - Facilities Manager to circulate the report from 'Reduce Energy' once received

26/FC/21

Parish Wide Items

21.1

An update on maintenance of Deardon Orchard

The Facilities Manager had spoke to Freely Fruity (Matt) who would get back with a date for getting a group together to carry out the work. Freely Fruity would be willing to take the lead on it, potentially in the Spring.

21.2

Any other matters within the parish not covered above

Ryeish Green Pavilion Working Party
(*This item had been taken after minute 26/FC/14.2*)

The Ryeish Green Pavilion Working Party had submitted a report prior to the meeting, and this had been circulated to members of the Committee.

Cllr Hoyle emphasised that the community should be informed of the findings and be given the opportunity to respond. A decision should be taken following the consultation. Cllr Hoyle expressed concerns over leaving the building to decay as this was an unnecessary cost to the parish.

Cllr Clarke requested that the shipping container on the site should be removed by the football club.

The Working Party would like to make the following requests:-

- 1) To extend the final report for a further 5 months (May 2026) as there were still a few outstanding quotes for costs
- 2) To install 2 steel doors to protect the building from anti-social behaviour (ASB) – cost per door approx. £500-£600 each
- 3) Cllr Hoyle to join the working party

Proposed: Cllr Johnson
Seconded: Cllr Masseron
Approved: Unanimously

List of Actions

14.2

26/FC/1.1	Facilities Manager to present an update on signage and maintenance at the Deardon Orchard at the next committee meeting	Facilities Manager
25/FC/137.1	Facilities Manager to arrange a date for the first meeting of the allotments working party at the end of February	Facilities Manager
26/FC/4.3	Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified	Clerk
26/FC/5.2	Facilities Manager to arrange for the ground to be reseeded at Millworth Lane at an appropriate time in March 2026.	Facilities Manager
26/FC/9.4	Facilities Manager to liaise with the developers to resolve the issues of the shutters at High Copse Pavilion	Facilities Manager
26/FC/15.2	➤ Facilities Manager and Clerk to finalise the Heads of Terms between SPC and SRFC	Facilities Manager and Clerk
	➤ Cllr Johnson to circulate pitch fees charged by WBC	Cllr Johnson
26/FC/15.3	Clerk to inform SRFC that SPC would not support the use of the Pavilion as a Club House and bar.	Clerk
26/FC/15.5	➤ Facilities Manager to obtain the necessary planning consents for the pitch perimeter fencing at High Copse	Facilities Manager
	➤ Facilities Manager to order the fencing, subject to receiving planning consents and following the response to the Grant Funding from the Football Foundation	Facilities Manager
	➤ Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost	Clerk
26/FC/15.6	➤ Clerk to arrange a meeting of the cricket club working party	Clerk
	➤ Clerk to invite interested parties to attend a meeting and give a presentation to the working party	Clerk
	➤ Working party to report to the Facilities Committee in March	Clerk
26/FC/15.7	Facilities Manager to arrange for a noise assessment for Padel to be carried out on 2 sites, namely High Copse and Millworth Lane recreation ground	Facilities Manager
26/FC/15.8	Facilities Manager to investigate the cost of a borehole water extraction licence and the process of obtaining this for the sports pitches at High Copse.	Facilities Manager

ACTION –

- Ryeish Green Working Party to report on viable options for the Ryeish Green Pavilion at the meeting to be held in May 2026 at the latest
- Facilities Manager to arrange for the installation of 2 steel doors to the Ryeish Green Pavilion
- Facilities Manager to ask the football club to remove the container on the site of Ryeish Green pavilion.

26/FC/22

Correspondence

22.1 There was no correspondence

25/FC/23

Date of the Next Meeting

23.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 4th March 2026

The meeting ended at 21:09

Paul H. Clarke

4-3-26

26/FC/16.1	Facilities Manager to report back to the Committee on the outcome of the archaeological report at Millworth Lane Recreation Ground, and next steps, once received.	Facilities Manager
26/FC/16.2	Facilities Manager to draft Heads of Terms for discussion with the Tennis Club	Facilities Manager
26/FC/17.1	➤ Clerk to circulate the letter sent to the UoR to members of the Committee	Clerk
	➤ Clerk to circulate the response from the UoR to members of the Committee once this had been received	Clerk
26/FC/18.1	➤ Facilities Manager to check guarantees and standard of work carried out by AOC at the School Green Centre	Facilities Manager
	➤ Facilities Manager to arrange for a separate quote for the repair of the fire doors at the entrance to the corridor leading to the Pound Green Room and arrange for this work to be carried out urgently	Facilities Manager
	➤ Deputy Clerk to circulate the quote from MD Fire Doors to members of the Committee	Deputy Clerk
26/FC/18.2	➤ Clerk to contact Wokingham Borough Council to confirm the necessary approval for the repositioning of the recycling bins at School Green car park	Clerk
	➤ Facilities Manager to organise the works to commence once the necessary consent had been received	Facilities Manager
26/FC/19.1	Facilities Manager to update the Committee at the meeting in March regarding the installation of a community shelter at the Spencers Wood Recreation Ground.	Facilities Manager
26/FC/20.1	Facilities Manager to circulate the report on microgeneration from 'Reduce Energy' once received	Facilities Manager
26/FC/21.2	➤ Ryeish Green Working Party to report on viable options for the Ryeish Green Pavilion at the meeting to be held in May 2026 at the latest	Ryeish Green Pavilion Working Party
	➤ Facilities Manager to arrange for the installation of 2 steel doors to the Ryeish Green Pavilion	Facilities Manager
	➤ Facilities Manager to ask the football club to remove the container on the site of Ryeish Green pavilion.	Facilities Manager

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